CONFIDENTIAL

SUBJECT	: (Optional)								
	Appointment of O	ffice a	nd Divis	sion Sen	nior Training Officers				
FROM:	Director of Training an			EXTENSION	OTE 85-1216 DATE 20 November 1985				
	1026 C of C	d Educa	CTOH						
TO: (Of building)	Ricer designation, room number, and	DATE		OFFICER'S	COMMENTS (Number each comment to show from what to whom. Draw a line scress column efter each comme				
		MECENTED	PORWARDED	ii	to whom. Under a line acress consum error each consum				
1.	D/Comptroller 7C21 Hqs.				17. DD/ALA 3F45 Hqs.				
2.	D/General Counsel			*.	18. D/CPAS 7F16 Hqs.				
3.	C/Audit Staff 1201 Key				19. DD/OCR 2E60 Hqs.				
4.	C/SISG/IG 6E0701 Hqs.				20. EXO/OEA 4F18 Hqs.				
5.	DD/OLL 7D43 Hqs.				21. EXO/EURA 6G42 Hqs.				
6.	D/PAO 7B03 Hqs.				22. ADD/OGI 3G03 Hqs.				
7.	DD/OC				23. DD/OIA .				
8.	DD/OF 1212 Key				24. DD/NESA 6G02 Hqs.				
9.	C/Plans & Mgmt. Staff 1205 Ames:				25. EXO/SOVA 4E58 Hqs.				
10.	DC/C&AG 2D04 Hqs.				26. EXO/OSWR 5F46 Hqs.				
11.	DD/OL				27. DC/CRES 3E63 Hqs.				
12.	C/FOD 1D4054 Hqs.				28. DC/ASG 2G40 Hqs.				
13.	DD/OP				29. DI/STO 2E42 Hqs.				
14.	C/SEG				30.				
15.	EXO/OTE 1026 C of C				31.				

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GPO: 1983 0 - 411-632



OTE 85-1216

MEMORANDUM FOR: Senior Division and Office Training Referents

25X1 FROM:

Director of Training and Education

SUBJECT:

Appointment of Office and Division Senior Training

Officers

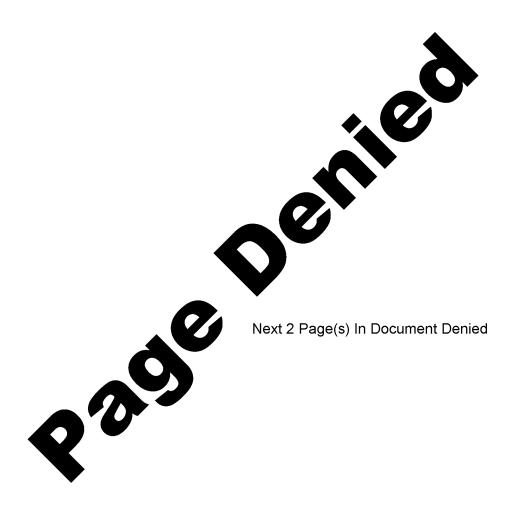
- 1. The IG Report on Training recommended that each Agency office or division appoint a Senior Officer to act as a component referent on office matters relating to training. I heartily endorse this recommendation and am pleased with the officers who have been identified to fill this role (attachment). The IG Report envisioned that you would oversee your component's training matters, including assignment of personnel to appropriate training, look into your component's training needs, and provide feedback to OTE. I believe all of these roles and perhaps others make excellent sense. I invite you to take the initiative in these areas and will take advantage of this avenue from time to time to seek your assistance on matters of mutual interest.
- 2. OTE is currently conducting several studies to evaluate training courses and assess training needs across the Agency. It would be very useful to have a reaction from those training referents whose components are affected by these studies. As the data are analyzed, we will contact you to set up a date to review the results.
- 3. Each of your directorates has a Senior Training Officer (STO) who works closely with OTE on administrative and curriculum matters. This initiative is designed to complement the excellent work of the STOs and provide this office and yours with a broader base of information about training. You should also be aware that an Agency Training Steering Committee composed of the ADDs and myself was established earlier this year. This group has had its first meeting to consider Agency-wide training policies and programs.

	4.	The	inte	raction	of	OTE	with	you	and	the ot	her	indiv	viduals	note	d
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Attachment

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EXO/OTE (18 November 1985)

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